



Electronic Proposal Submission Service

- EPSS preparation and submission guide -

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Table of Contents

1	EPSS Preparation –User’s Guide.....	3
1.1.	Using PIC in EPSS.....	4
1.2.	The first step: getting a user ID and password.....	6
1.2.1.	How to search for a specific PIC in EPSS.....	7
1.3.	Login.....	13
1.3.1	Initial Login.....	13
1.3.2	Subsequent Logins.....	13
1.4.	General.....	14
1.5.	Proposal Setup.....	16
1.6.	Part A.....	24
1.7.	Part B and Annexes.....	28
1.7.1	Part B.....	28
1.7.2	Annexes.....	31
1.8.	Validation.....	33
1.9.	Submit Proposal.....	34
1.10.	The History.....	39
2	EPSS Checklist.....	41
3	Note for Macintosh users.....	41

EPSS help desk

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Email: support@epss-fp7.org

1 EPSS Preparation –User's Guide

The EPSS (Electronic Proposal Submission Service) allows Proposers to create their proposal completely on-line without downloading or saving anything on their local personal computer. The EPSS service is available via the Internet as a Web based application.

The System requirements are:

- A connection to the Internet
- A screen with a 1024x768 resolution and small fonts.
- On-screen text size: Users should not use the font scaling option that is available with some browsers to enlarge the font size when viewing 'A forms', as this may lead to corrupted view of the forms.
- Internet Explorer 7.0 and above or
- Netscape Navigator 7.0 and above or
- Mozilla Firefox 3.0 and above or
- Opera 10.63 and above or
- Mac OS X Mozilla Firefox browser for Apple Macintosh users (Mac OS 9 is not supported and Safari - Google Chrome neither) see Note on the last page.
- JavaScript or ActiveX controls enabled (depending on browser)
- Cookies enabled browser

Note: the EPSS web application is best viewed with using:

- Internet Explorer 7.0 (and above)
- or Mozilla Firefox 3.0 (and above).
- Safari and Google Chrome are NOT supported (whatever the OS)

1.1. Using PIC in EPSS

The PIC or Participant Identification Code is a unique code for identifying the participant in any stage alongside the R&D funding management process of the programmes managed by the Commission's Research DGs. Participants will not have to submit their legal and financial information (and supporting documents) each time they submit a proposal or negotiate a grant agreement, but they should just introduce their PIC.

All organizations which already signed an FP7 contract with the Commission should have received a PIC, which has been communicated to all contact points for FP7 grant agreements known to the Commission. Find out within your organization who are contact points for FP7 grant agreements; they will be able to tell you what your PIC is. If you cannot find any contact point within your organization, ask the **Digit-EFP7 help desk** to put you in contact with them. **DIGIT-EFP7-SUPPORT@ec.europa.eu**

If your organization does not have a PIC yet, then we suggest that get one by registering your organization by following the steps described on the following page of the Participants Portal. http://ec.europa.eu/research/participants/portal/appmanager/participants/portal?_nfpb=true&_pageLabel=myorganisations#

If you encounter some problems during the registration, please contact the service desk:

http://ec.europa.eu/research/participants/portal/appmanager/participants/portal?_nfpb=true&_pageLabel=contactus

For more information about Unique Registration Facility including support please visit the corresponding section of CORDIS: **http://cordis.europa.eu/fp7/pp_en.html**

After registration, the new PIC will only be active in EPSS after 48h, therefore we suggest you to make sure that you start your self registration well before the deadline of the chosen call.

Once ready, you should type your PIC when asked in EPSS. Part of the legal data associated to that PIC will then be shown in order for you to verify that the PIC you are using is indeed the right one. Should you think there are errors in the data shown that might affect the eligibility of your proposal you can always remove the PIC and fill in all requested data manually as usual.

For technical reasons, there is no dynamic synchronization between the EPSS and the URF registry of legal entities. The data related to a PIC are transferred to the EPSS only

at the moment when the PIC is inserted in EPSS. If between the introduction of a PIC in the EPSS and the submission of the proposal the data of the legal entity are changed in URF, a synchronization with the data displayed in EPSS can only be forced by a removal of the respective PIC of the partner (with loss of PIC data for this partner in the partner-specific proposal forms) and a new introduction of this partner PIC in the proposal setup. This procedure should only be applied for changes having an effect on the eligibility of the proposal (e.g. SME status in calls requiring a minimum number of SMEs or country of establishment in calls requiring a minimum number of participants from specific country groups). Minor data inconsistencies can be ignored.

Important: Applicants are able to prepare and submit their proposal (use EPSS) without the possession or without the introduction of PIC.

The default format of PIC is a 9 digits numeric code without separator or special characters. In EPSS the proposal co-ordinator (who is responsible for the overall coordination between partners) can introduce a PIC or clear a PIC for a participant. Providing the PIC implies that the proposal co-ordinator has access to this information from its own organisation or through the proposal partners' organisations.

1.2. The first step: getting a user ID and password

Access to the EPSS is specific to calls and to the corresponding sub scheme. You have to first make your choice for which call for proposals and for which sub-scheme you want to apply.

Access is provided via the respective call page on the Participant Portal (see http://ec.europa.eu/research/participants/portal/appmanager/participants/portal?_nfpb=true&_pageLabel=fp7_calls). After selecting the call, you will arrive to the call page. On the call page, go to the **Electronic Proposal Submission Service (EPSS)** section; choose the sub-scheme you want to apply for from the dropdown list and press "Go". You will then arrive at the EPSS start page. Click on "Register", fill in the registration form and submit it. The EPSS will send you coordinator and partners' usernames and passwords **by e-mail**.

Important notice: The EPSS registration email, which contains the access codes to prepare and submit the proposal, will be sent to the email address you define during the registration. This email will be sent from noreply@epss-fp7.org. Prior to the registration you should check that this domain (epss-fp7.org) is accepted by the email server of your organization. If you do not receive this email, please check your SPAM in case it ends up there. In any case you can always contact the EPSS Helpdesk to assist you if you have not received the EPSS codes.

Note: If you have a PIC number you can already use it here. Once you obtain the EPSS account you will be still able to stop working with a PIC number if you decide so.

EPSS

Registration - Personal Details

Call Selected: **WP4-PIC**
 Sub-Scheme Selected: **CP-FP-INFISO**

Please fill in your details below. Note that you must provide entries marked with an asterisk.

PIC info?

PIC:
[View PIC data](#)

Title *

First name *

Surname *

Organisation Short Name *

Telephone *

E-mail *

Organisation Legal Name

City * Country *

Warning: Only proposal Coordinators should register. Partners should obtain the registration information from the proposal Coordinator.

On the first registration page you will be able to introduce your PIC by typing its 9 digit in the corresponding field. If you do not know your PIC you can click on the “search PIC” button.

1.2.1 How to search for a specific PIC in EPSS :

Once you have click the “search PIC” button a window will open giving you the possibility to search a PIC.

PIC Search

- At least a Legal Name must be provided.
- If **NO** Legal Name is provided, a valid 9 digits PIC number is required. Otherwise no search will be performed.
- If **PIC AND** Legal Name are provided, the PIC takes the precedence.
- The Country cannot be used alone.

PIC:

Legal Name: [Search tip](#)

Country:



Cannot read the image? Click it to get a new one.

Please enter the verification code as shown above

Show entries

PIC	Organisation	Legal Name	Address	City	Country
No Data Found					

PIC Search

- At least a Legal Name must be provided.
- If **NO** Legal Name is provided, a valid 9 digits PIC number is required. Otherwise no search will be performed.
- If **PIC AND** Legal Name are provided, the PIC takes the precedence.
- The Country cannot be used alone.

PIC:

Legal Name: [Search tip](#)

Country:



Cannot read the image? Click it to get a new one.

Please enter the verification code as shown above

Please follow these steps in order to search a PIC :

- 1) Complete a legal name (use the search tip if needed)
- 2) Choose a country (this is optional but will help to focus the search)
- 3) Write the captcha code
- 4) Click on search button

Tip: Click on "search tip" to get detailed information on how to search for a PIC. You can for example use the character % to get more results.

Note: If you cannot read the captcha you can click on its picture to change it.

PIC Search

- At least a Legal Name must be provided.
- If NO Legal Name is provided, a valid 9 digits PIC number is required. Otherwise no search will be performed.
- If PIC AND Legal Name are provided, the PIC takes the precedence.
- The Country cannot be used alone.

PIC:

Legal Name: [Search tip](#)

Country:

6n5f5
Cannot read the image? Click it to get a new one.
Please enter the verification code as shown above

Show entries

PIC	Organisation Legal Name	Address	City	Country
956171778	EPSS	Av. Einstein, 1	Bruxelles	Belgium

You will then see a list corresponding to your search criteria.
You should then select the PIC corresponding to your needs.

If you know the PIC, you can also enter it directly.

EPSS

Registration - Personal Details

Call Selected: **WP4-PIC**

Sub-Scheme Selected: **CP-FP-INFISO**

Please fill in your details below. Note that you must provide entries marked with an asterisk.

PIC info?

PIC:

[View PIC data](#)

Title *

First name *

Surname *

Organisation Short Name *

Telephone *

E-mail *

Organisation Legal Name

City *

Country *

Warning: Only proposal Coordinators should register. Partners should obtain the registration information from the proposal Coordinator.

At this stage you can click on “view PIC data” to be sure the PIC is correct.

PIC - Verify Data

The PIC you entered is associated with the data indicated below.
Please verify and click OK if you accept.
After obtaining your EPSS account, you will still be able to remove the PIC-data if you decide not to use it.

PIC information:
PIC: 956171778

Organisation information:
Organisation Legal Name: EPSS
Organisation Short Name: -
Street name and number: Av. Einstein 1
City: Bruxelles
Country: Belgium
Postcode: 9999
Internet homepage: www.epss-fp7.org

If this is not correct, you can try to use another PIC by clicking on “change PIC”.

If you select another PIC this screen will appear :

The page at <https://www.epss-fp7.org> says:

 Data has been found for the PIC 999997930.
'Organisation Legal Name', 'City' and 'Country' fields will be overwritten with the PIC values.
Click 'OK' to accept the changes, otherwise click 'Cancel'.
By clicking 'Cancel', the previous PIC will be used in the registration screen.

If you click on cancel, the previous pic inserted will remain. After adding your PIC-data you should proceed with entering valid data to all the remaining mandatory fields by manual typing.

EPSS

Registration - Personal Details

Call Selected: **WP4-PIC**
 Sub-Scheme Selected: **CP-FP-INF**

Please fill in your details below. Note that you must provide entries marked with an asterisk.

PIC info?

PIC
[View PIC data](#)

Title *

First name *

Surname *

Organisation Short Name *

Telephone *

E-mail *

Organisation Legal Name

City * Country *

Warning: Only proposal Coordinators should register. Partners should obtain the registration information from the proposal Coordinator.

If at that stage you object the correctness of your PIC-data or simply you decide not to use it, you can clear it by clicking the

Clear PIC-data

EPSS

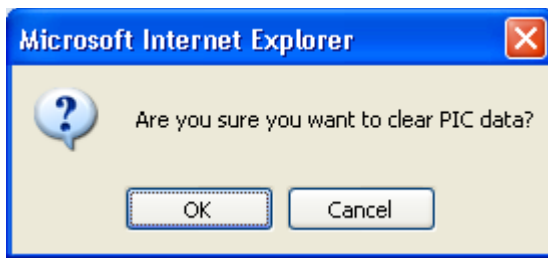
Registration - Personal Details

Call Selected: **WP4-PIC**
 Sub-Scheme Selected: **CP-FP-INF**

Please fill in your details below. Note that you must provide entries marked with an asterisk.

PIC info?

PIC
[View PIC data](#)



After clearing your PIC-data (or simply if you don't have a PIC) you should proceed with entering valid data to all mandatory fields by manual typing.

Note: All the information you enter for the registration is only indicative. You will not be able to change this information but it will only be used for communication with EPSS and statistics. Only the content of the part A forms and the part B file(s) will be send for evaluation when the proposal is submitted.

1.3. Login

1.3.1 Initial Login

As a coordinator you must use the login and password that has been sent to you by e-mail to access the EPSS.

- Go to <https://www.epss-fp7.org>
- Introduce the Coordinator User ID
- Enter the Coordinator Password
- Change the Coordinator Password
- Enter the Other participant Password
- Change the Other participant Password

Distribute the 'Other participant' username and the modified 'Other participant' password to your other participants –if any.

1.3.2 Subsequent Logins

- Go to <https://www.epss-fp7.org>
- Introduce the –Coordinator or Other participant- User ID
- Enter the –modified Coordinator or Other participant- Password

Note: By entering the proposal as another participant, you can only access your A2 Form for editing. Other participants can view all proposal information but only edit A2 forms.

1.4. General

Electronic Proposal Submission Service (EPSS)

Important Legal Notice


2007 - 2013

CORDIS: EPSS

Prepare Proposal

Change Password

Check Validation

Submit Proposal

Logout

General

Proposal Setup

Part A

Part B

History

General Information

Call Selected: STANDARD_CALL_PIC_ENABLED

Sub-Scheme Selected: CP-FP-INFISO

Proposal ID: Not available

Proposal status: Proposal NOT submitted

The information below has been supplied during the registration phase; the information supplied during the registration is not inherited in the EPSS account since it is considered indicative only; it cannot be modified but is **NOT** used for the evaluation of the proposal. Make sure that the correct information is present in the A forms and Part B.

Title: Test Title

Coordinator: Albert Einstein

Top | CORDIS Services | EPSS FAQ | EPSS Help Desk

Now, you may prepare the proposal. By clicking on the “**General**” Tab, you can find information about:

- The selected call
- The selected sub-scheme
- The proposal’s status
- The proposal number (if this has been submitted)
- The Coordinator’s Name (as registered)
- The proposal Title (as registered)

Tip: Please check the call and sub-scheme identification first. If you have selected the wrong call and the wrong sub-scheme, you will have to register again. The EPSS operator cannot change the registration information and transfer data from one registration to another.

Note:

- If the co-ordinator details change, you do not need to register again; co-ordinator information is taken from the A2 forms.
- If you wish to modify the Title of the proposal you will have to do it in the forms. The title appearing in this page is taken from the registration data and cannot be changed. This does not affect the submitted proposal, because what is evaluated is the content of the forms and the Part B.

Go to “**Proposal setup**”.

1.5. Proposal Setup

In the proposal setup section you define the number of other participants that participate in your project.

Note: The first participant is always the co-ordinator.

The screenshot displays the 'Proposal Setup' section of the EPSS interface. At the top, there are navigation tabs: 'Prepare Proposal', 'Change Password', 'Check Validation', 'Submit Proposal', and 'Logout'. Below these are sub-tabs: 'General', 'Proposal Setup' (selected), 'Part A', 'Part B & Annexes', and 'History'.

The 'Proposal Participants' section shows a table with the following data:

Participant ID	Organisation short name	A2-Link	A3-Link	E-mail(s)	
1	gh			davidee.maes@epss-fp7.org	Edit details

Below the table is the 'Add Participant' form. It includes a 'Participant Identification Code' section with a 'PIC' input field, a 'Clear PIC-data' button, and a 'Search PIC' button. There is also a 'PIC info?' link. The 'Status of your organisation' section contains four rows of radio button options: 'Non Profit Organisation', 'Public Body', 'Research Organisation', and 'Higher, secondary education establishment', each with 'yes' and 'no' options. A 'Status info?' link is also present. The 'Method of determining Indirect Costs' section has a dropdown menu and a 'Cost model info?' link. An 'add participant' button is at the bottom right.

Make sure that the co-ordinator e-mail address is correct. You can include multiple e-mail addresses, you must separate them with a semi-colon “;”.

Tip: The e-mail addresses introduced in this section are used by EPSS to send automatic e-mail confirmation once the proposal is submitted/transferred for evaluation. Please check that they are complete and accurate.

- To **add another participant** to the proposal, you may provide the relevant participant's PIC number and must provide a participant short name and e-mail address. If a PIC is provided then the corresponding data will be retrieved from the database once the corresponding A2 form is opened

Important: You shall make sure that the responsible participant opens the corresponding A.2 form in order to finish validation. The associated PIC-data set is only inherited once the A.2 form opened. The same validation step is mandatory if the PIC number is deleted or modified. These validation steps are necessary to avoid unintended changes in the administrative data. If for some reason you decide to change or re-introduce a PIC, please always make sure that you click on the 'Update Participant information' and then on 'Accept'. Please do not forget to open the corresponding A.2 form afterwards to finish verification and have the PIC data inherited.

- If you add a new participant **without** providing a PIC number, then the following information is also requested by filling manually - mandatory fields marked with red asterisk:
 - The legal status of organization
 - The Method of determining the Indirect Cost
 - Click "Add Participant"

Prepare Proposal | **Change Password** | **Check Validation** | **Submit Proposal** | **Logout**

General | **Proposal Setup** | **Part A** | **Part B & Annexes** | **History**

Proposal Participants

Participant ID	Organisation short name	A2-Link	A3-Link	E-mail(s)	
1	gh			davidee.maes@epss-fp7.org	Edit details

Add Participant

Participant Identification Code [PIC info?](#)

PIC [Clear PIC-data](#) [Search PIC](#)

Organisation Short Name *

Participant E-mail(s) *

Method of determining Indirect Costs [Cost model info?](#)

Actual Indirect Costs
 Actual Indirect Costs calculated using a Simplified Method
 Standard Flat Rate of 20%
 Specific Flat Rate (60%)
 Lump Sum (only for ICPC)

Status of your organisation [Status info?](#)

Non Profit Organisation ☐ yes ☐ no
 Public Body ☐ yes ☐ no
 Research Organisation ☐ yes ☐ no
 Higher, secondary education establishment ☐ yes ☐ no

[add participant](#)

[Home](#) | [Privacy statement](#) | [EPSS FAQ](#) | [CORDIS Support](#)

VERISIGN

Once a participant is added, the system automatically creates an A2 form and either an A3.1 form or extra rows in the A3/A4 form depending on the exact call. Those forms are accessible via the A2-Link, A3-Link buttons, but they can also be found after clicking in the “Part A” Tab.

You can use the [Edit details](#) button to modify data related to a participant:

Prepare Proposal	Change Password	Check Validation	Submit Proposal	Logout
General	Proposal Setup	Part A	Part B & Annexes	History

Proposal Participants

Participant ID	Organisation short name	A2-Link	A3-Link	E-mail(s)	
1	gh			davidee.maes@epss-fp7.org	Edit details
2	test			support@epss-fp7.org	Hide Details Delete

Modify participant information

Participant Identification Code

PIC

[Clear PIC-data](#)
[Search PIC](#)

Organisation Short Name

Participant E-mail(s)

Method of determining Indirect Costs

Standard Flat Rate of 20%

Status of your organisation

Non Profit Organisation ☒ yes ☐ no

Public Body ☒ yes ☐ no

Research Organisation ☐ yes ☒ no

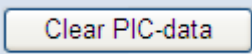
Higher, secondary education establishment ☐ yes ☒ no

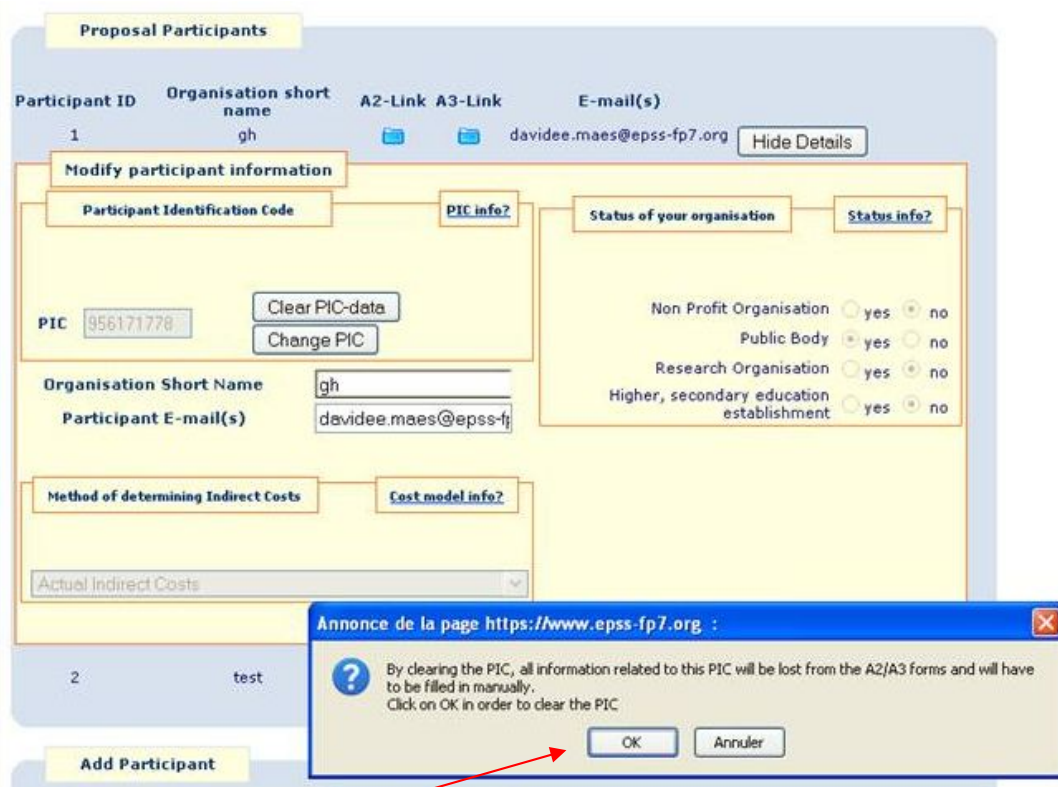
[Update Participant Information](#)

Important: In order to enforce changes you must click on [Update Participant Information](#) to update a Participant's details.

Note: If the participant was added by introducing its own PIC, then the fields related to the 'Method of determining the indirect costs' and the 'Status of organization' will contain data retrieved from the database and will be in **read-only mode**.

Rejection of the retrieved PIC-data

If you object the accuracy of the retrieved information then you can decide to remove it by clicking on the  button.



The screenshot shows the 'Proposal Participants' form. At the top, there is a table with columns: Participant ID, Organisation short name, A2-Link, A3-Link, and E-mail(s). The first row shows Participant ID 1, Organisation short name 'gh', and E-mail(s) 'david.ee.maes@epss-fp7.org'. Below the table, there is a 'Hide Details' button. The form is divided into several sections. The 'Modify participant information' section includes a 'Participant Identification Code' field with the value '956171778', a 'Clear PIC-data' button, and a 'Change PIC' button. The 'Status of your organisation' section includes radio buttons for 'Non Profit Organisation', 'Public Body', 'Research Organisation', and 'Higher, secondary education establishment', each with 'yes' and 'no' options. The 'Method of determining Indirect Costs' section includes a 'Cost model info?' link and a dropdown menu for 'Actual Indirect Costs'. A confirmation dialog box is open in the foreground, titled 'Annonce de la page https://www.epss-fp7.org :'. It contains a question mark icon and the text: 'By clearing the PIC, all information related to this PIC will be lost from the A2/A3 forms and will have to be filled in manually. Click on OK in order to clear the PIC'. There are 'OK' and 'Annuler' buttons in the dialog box. A red arrow points to the 'OK' button.

If the PIC-data is cleared, then all associated information will be erased from the A.2 and A.3 forms and have to be re-entered manually again.

Change PIC code

If you object the accuracy of the retrieved information then you can decide to change the PIC by clicking on that button :



Electronic Proposal Submission Service (EPSS)

PIC Search

- At least a Legal Name must be provided.
- If NO Legal Name is provided, a valid 9 digits PIC number is required. Otherwise no search will be performed.
- If PIC AND Legal Name are provided, the PIC takes the precedence.
- The Country cannot be used alone.

PIC:

Legal Name: [Search tip](#)

Country:



Cannot read the image? [Click it to get a new one.](#)

Please enter the verification code as shown above

Show entries

PIC	Organisation Legal Name	Address	City	Country
No Data Found				

Please see section 1.2.1. to know how to search for a specific PIC.

If you know the PIC you can search it directly by providing its number.

The page at <https://www.epss-fp7.org> says:

 Data has been found for the PIC 999997930.
 'Organisation Legal Name', 'City' and 'Country' fields will be overwritten with the PIC values.
 Click 'OK' to accept the changes, otherwise click 'Cancel'.
 By clicking 'Cancel', the previous PIC will be used in the registration screen.

If the PIC is changed, than all associated information will be updated in the A2 and A3(.1) forms and have to be saved. This can be done by the coordinator or the partners.

Update of the PIC :

If the data linked to your pic code has been updated you will be inform about it on EPSS by this logo in the proposal setup :

Electronic Proposal Submission Service (EPSS)

EPSS

Prepare Proposal Change Password Check Validation Submit Proposal Logout

General Proposal Setup Part A Part B & Annexes History

Important Message

⚠ This warning icon means that new PIC data are available for the participant. Clicking on the icon will display the PIC data actually used and the new PIC data available.

Proposal Participants

Participant ID	Organisation short name	A2-Link	A3-Link	E-mail(s)	Edit details
1	epss			support@epss-fp7.org	
2	test			support@epss-fp7.org	

You should click on this logo to accept or reject the data updated

PIC Differences

PIC: 956171778

	Current PIC Data	New PIC Data
LEGAL NAME	EPSS	EPSS
SHORT ORGANISATION NAME	-	-
STREET	Place	Place
STREET NUMBER	1	1
CITY	Bruxelles	Bruxelles
COUNTRY	Belgium	Belgium
POSTAL CODE	1060	1060
WEBSITE	www.epss-fp7.org	www.epss-fp7.org
NON PROFIT ORGANISATION	NO	YES
PUBLIC BODY	NO	YES
RESEARCH ORGANISATION	NO	NO
HIGHER EDUCATION	NO	NO
NACE CODE	Not applicable	Not applicable
NUM. EMPLOYEES < 250	NO	NO
TURNOVER < 50	NO	NO
BALANCE < 43	NO	NO
AUTONOMOUS	NO	NO
SME	NO	NO
COST MODEL	Actual Indirect Costs	Actual Indirect Costs

Accept Reject

If you accept a popup will appear you should confirm that this new information will be updated in the A forms

PIC Differences

PIC: 956171778

	Current PIC Data	New PIC Data
LEGAL NAME	EPSS	EPSS
SHORT ORGANISATION NAME	-	-
STREET	Place	Place
STREET NUMBER	1	1
CITY	Bruxelles	Bruxelles
COUNTRY		
POSTAL CODE		
WEBSITE		
NON PROFIT ORGANISATION		
PUBLIC BODY		
RESEARCH ORGANISATION		
HIGHER EDUCATION		
NACE CODE		
NUM. EMPLOYEES < 250	NO	NO
TURNOVER < 50	NO	NO
BALANCE < 43	NO	NO
AUTONOMOUS	NO	NO
SME	NO	NO
COST MODEL	Actual Indirect Costs	Actual Indirect Costs

Important!

 Important! Please make sure that the responsible participant opens the corresponding A.2 form in order to finish validation.
This PIC-data set is only inherited once the A.2 form opened.
The same validation step is mandatory if the PIC number is deleted or modified.

click on ok to go back to the proposal setup.

Electronic Proposal Submission Service (EPSS)



2007 - 2013

EPSS

Prepare Proposal
Change Password
Check Validation
Submit Proposal
Logout

General
Proposal Setup
Part A
Part B & Annexes
History

Proposal Participants

Participant ID	Organisation short name	A2-Link	A3-Link	E-mail(s)	
1	epss			support@epss-fp7.org	Edit details
2	test			support@epss-fp7.org	Edit details Delete

1.6. Part A

This section concerns with the administrative forms of the proposal or Part A.

Form name	Download (PDF)	Status
A1	☐	Last updated 28/02/2007 11:25:16 CET by Coordinator
A2_Coordinator	☐	Last updated 28/02/2007 11:25:54 CET by Coordinator
A2_PartA	☐	Last updated 21/03/2007 18:18:37 CET by EPSS
A2_PartB	☐	Last updated 21/03/2007 18:19:27 CET by EPSS
A2_PartC	☐	Last updated 21/03/2007 18:19:56 CET by EPSS
A3_1_Coordinator	☐	Last updated 06/03/2007 19:44:10 CET by Coordinator
A3_1_PartA	☐	Last updated 21/03/2007 18:18:38 CET by EPSS
A3_1_PartB	☐	Last updated 21/03/2007 18:19:27 CET by EPSS
A3_1_PartC	☐	Last updated 21/03/2007 18:19:57 CET by EPSS
A3_2	☐	

[download](#)

The Proposers need to fill the A forms appropriately and save them on the EPSS server. Also, each form can be downloaded as a PDF file to your computer's hard disk. Check the relevant fields and click on “**download**” to receive PDF copies of the 'Part A' forms.

IMPORTANT: You have a delay of 30 days after the call closure to download a copy of your forms submitted. After this delay, all data will be deleted of your account and you won't be able access it anymore!

Depending on the type of call (*strictly call- and sub-scheme-specific*), Part A shows the overview of forms A1, A2, A3.1 and the summary A3.2 (certain sub schemes also have an A4 form or don't have the A3.1/A3.2 forms). Click on the links on the screen that are listed under “Form name” to access the forms.

Note: If a participant has been added with the use of PIC, then a set of fields on the A2 form will already be pre-filled with information as retrieved from the database. Only some of these fields are editable.

For a participant for whom a PIC has been provided, the first time that the A2 or A3.1 form is opened the following screen shows up:

PIC - Verify Data

The coordinator has provided a PIC number.
The following information is retrieved from your PIC data and will be pre-filled in your forms.

In case some information is not correct you can edit the information in the form if the field is editable.
If the field is not editable then you should contact the coordinator and ask him/her to clear the PIC.
Please be aware that in such a case you will have to fill ALL PIC related information manually.

[Open the form](#)

PIC information:
PIC: 123456789

Organisation information:
Organisation Legal Name: Test Organization
Organisation Short Name: TEST
Street name and number: Street 1
City: Brussels
Country: Belgium
Postcode: 12345
Internet homepage: -

Status of Organisation:
Non Profit Organisation: no
Public body: no
Research organisation: no
Higher, secondary organisation establishment: no
NACE - Nomenclature of economic activities in the European Community: not applicable
Number of employees smaller than 250: yes
Actual turnover smaller than € 50 million: yes
Actual balance sheet smaller than € 43 million: yes
Autonomous legal entity: yes
SME organisation: yes

Organisation Cost Model:
Method of determining Indirect Costs: Specific Flat rate (60 %)

Important! You must make sure that the responsible participant opens the corresponding A.2 form in order to finish validation. The associated PIC-data set is only inherited once the A.2 form is opened. The same validation step is mandatory if the PIC number is deleted or modified. These validation steps are necessary to avoid unintended changes in the administrative data. If for some reason you decide to change or re-introduce a PIC, please always make sure that you click on the 'Update Participant information' and then on 'Accept'. Please do not forget to open the corresponding A.2 form afterwards to finish verification and have the PIC data inherited.

When filling the form please pay particular attention to the verification:

- Fill in all fields with data. **All fields on the forms are mandatory and cannot be empty** (“-“or “0” are the values that designate the “none” or “Non applicable”).
- The acronym will be used to identify your proposal efficiently in the call. It should be of no more than 20 characters (use standard **Latin alphabet and numbers only**; no spaces, symbols or special characters please). The same acronym should appear on each page of part B of your proposal.
- Press the “Validate” button at the bottom of the form: The validation is looking for formal errors in the forms. If it finds errors, it indicates at the end of the form which fields are wrongly filled in and these validation errors are highlighted in red color.

- If all the necessary fields are filled in, you will see the message “no validation errors” at the bottom of the form.

A1 AlbEin - Windows Internet Explorer
https://www.epss-fp7.org/epss/formProcessor.jsp

HEALTH-2007-1.1-1

Free Keywords: ffff

Abstract (max. 2000 char.): TTTTT

Similar proposals or signed contracts?

a) Has this proposal (or a very similar one) been previously submitted to a call for proposals of the 7th EU RTD Framework Programme? ☒ yes ☐ no

IF YES

- please give the call identifier: -

- please give the proposal or contract number (if known): -

Is this proposal (or a very similar one) currently being submitted to another call under FP7? ☐ yes ☒ no

IF YES please give the call identifier: -

Validation Errors

No Validation Errors

Save Form

Validate

Do not forget to save the form by pressing the “**Save Form**” button, or your changes will be discarded!

Note: The “**Save Form**” button performs form validation as well.

Please make sure, you fill out all forms for which you are responsible.

For forms with spreadsheets, the total amounts are automatically calculated by the system when the “**Validate**” button is pressed. Obviously the appropriate fields need to be completed first.

Tip During form preparation save early and often. Saving will also validate the form. Pay attention to the time-out of the system: editing a form is not considered as an action of the user, only saving or validating actions will reset the time-out.

1.7. Part B and Annexes

The screenshot displays the EPSS web interface. At the top, the header reads "Electronic Proposal Submission Service (EPSS)" with an "Important Legal Notice" link. Below this is a navigation bar with buttons: "Prepare Proposal", "Change Password", "Check Validation", "Submit Proposal", and "Logout". A secondary bar contains "General", "Proposal Setup", "Part A", "Part B" (which is highlighted), and "History". The main content area is titled "PART B Upload" and includes a link "Why only PDF? Help with PDF". It instructs users to "Specify the location of the Part B file to be uploaded:" and provides a "File:" input field with a "Browse..." button and an "Upload Proposal File" button. A detailed note specifies that only PDF files are accepted, must be compatible with Adobe Acrobat Reader version 5 or higher, and should be under 3MB. A link "Download Part B Templates (zip file)" is also present. Below this is a "PART B Overview" section which currently shows "No Part B file uploaded." The footer contains links for "Top", "CORDIS Services", "EPSS FAQ", "EPSS Help Desk", the European Union flag, and "Publications Office".

1.7.1 Part B

For the proposal content (part B) you are requested to use exclusively PDF (“portable document format”, compatible with Adobe Acrobat version 5 or higher, with embedded fonts). Other file formats will NOT be accepted by the system. Both commercial and free tools to convert files to PDF format are widely available on the WEB. Compressed (zipped or otherwise compressed) archives will NOT be accepted (PDF is self-compressing; there is no gain in zipping). Technical problems resulting from the use of other formats may lead to your proposal being excluded.

Unless otherwise specified in the call legal text, only one PDF file comprising the complete technical annex (part B) can be uploaded. Further files with annexes or additional information (company brochures, supporting documentation, reports, audio, video, multimedia etc.) will be rejected during the evaluation of the proposal.

There are some calls though (i.e. calls for the Marie Curie funds) that request **two separate Part B** files namely Section 1 and Section 2. If this is the case, then all instructions remain the same with the only difference that the user will have to provide 2 separate files. Format and naming convention applies for these files.

Tip Do not use special characters in the file name. The system will prevent you from uploading such files.

Using only PDF format for submission of part B

Why?

This format for text documents is supported by the vast majority of computer platforms. The advantage of saving as a PDF file is that the contents are "locked" and the original formatting (margins, page breaks, etc.) will always be maintained when the file is printed. In addition, unlike many common document formats, there are almost no viruses associated with PDF files. Allowing proposers to submit in any possible format would require the Commission to maintain an arsenal of software in different versions - and even then readability could not be guaranteed in 100% of the cases.

How?

The possibility of converting a text file into PDF is integrated into some word processors. In case this is not implemented in the word processor you are using, you can download special conversion software (commercial software or downloadable freeware) from the web. Conversion into PDF is the last step in preparing a document for submission; since PDF documents are "locked", they cannot be edited like normal text files.

The format of part B of a proposal (the description of the content of the proposal) for the specific call is specified in the so called "Part B Template" file. By clicking on the link "**Download Part B Templates**" the proposer downloads the template file (RTF format) and uses it as a guide to structure the proposal Part B section appropriately. Open the template Part B RTF file and edit it. Save the file, convert it to PDF and then add it to the proposal. The Part B filename should not contain any special characters or spaces. It can only contain Latin letters (a-z), digits (0-9), the underscore (_), the dash (-) and the dot (.) character. Your part B filename must not exceed 100 characters.

Part B checklist:

- Part B is in PDF format (compatible with Adobe Acrobat version 5 or higher, with embedded fonts)
- Filename ends in .pdf
- Filename does **not contain any special characters or spaces** (and does not exceed 100 characters)
- The PDF Part B must **not be encrypted** and the parameter that prevents printing **must not be selected**
- The proposal contains no unnecessary coloured or high resolution pictures. It will be printed in Black and White at 300dpi for evaluation.

Once the Part B file is created, use the “**Browse**” button to locate the part B file.

Click on “**Upload Proposal File**” to upload the Part B file to the proposal.

It is your responsibility to ensure that the submitted proposal contains the right files with the right content.

1.7.2 Annexes

For the majority of instruments and project types in FP7, part A and part B form the complete proposal, so it might be that this section does not appear for your case.

For some particular actions, additional annexes can be required. In this case, you can use the Annex Upload section to locate and upload them. You should not annex any other files unless this is specifically requested in the Call Text. For the Annex content the only supported format is PDF. The Annex filename should not contain any special characters or spaces. It can only contain Latin letters (a-z), digits (0-9), the underscore (_), the dash (-) and the dot (.) character. The Annex filename must be different from the Part B filename. Your annexe filename must not exceed 100 characters.

Note: In case of uploading annexes to the EPSS, please make sure that the name of the annex file is NOT identical with the name of your part B file!

Note: Before being saved to the EPSS database, the Part B and Annex files are checked for viruses. If files are found to be infected they are rejected by the system and the user is warned.

Tip Upload your proposal early in the process and press the “submit” button and all buttons that follow in the subsequent pages. Doing this ensures that an interim version of the proposal text (the part B) is already present on the system. Remember that the system allows multiple uploads of the proposal text and this facility should be used to avoid the call closure rush.

Tip In some rare instances, the proposal may be altered while in transit on the Internet. To check that the uploaded file has been received unaltered, perform a download of the part B.

Tip Practice the conversion of the file to the PDF format. The conversion may take an extended period of time if the page layout is complex or contains graphics. There is no point in creating a PDF document with a resolution higher than 300 DPI and in black and white. Nuances of grey may be reproduced but should be avoided for legibility purposes.

Upon successful upload of a file the following screen appears:

The screenshot displays the EPSS web interface. At the top, the title "Electronic Proposal Submission Service (EPSS)" is centered, with the CORDIS logo on the left and a "2007 - 2013" anniversary graphic on the right. Below the title is a navigation bar with tabs: "Prepare Proposal" (active), "Change Password", "Check Validation", "Submit Proposal", and "Logout". Under "Prepare Proposal", there are sub-tabs: "General", "Proposal Setup", "Part A", "Part B" (active), and "History". The main content area shows the "Part B Upload" section with the following text: "Please wait... processing upload", "File upload complete, please wait...", and "File daskal4.pdf was uploaded successfully". Below this, a "Checksum" is displayed: "accb53a7b7b8a655400f2ed3a6dd4932". A large message states: "Your Part B has been uploaded on the EPSS System. If your forms are ready, please press the submit button to have your proposal evaluated for the next deadline." At the bottom of this message are two buttons: "Submit NOW" and "Submit LATER". The footer contains links for "Top", "CORDIS Services", "EPSS FAQ", and "EPSS Help Desk", along with the European Union flag and the "Publications Office" logo.

Electronic Proposal Submission Service (EPSS)

CORDIS

2007 - 2013

CORDIS: EPSS

Prepare Proposal Change Password Check Validation Submit Proposal Logout

General Proposal Setup Part A Part B History

Part B Upload

Please wait... processing upload

File upload complete, please wait...

File daskal4.pdf was uploaded successfully

Checksum: accb53a7b7b8a655400f2ed3a6dd4932

**Your Part B has been uploaded on the EPSS System.
If your forms are ready, please press the submit button
to have your proposal evaluated for the next deadline.**

Submit NOW Submit LATER

Top | CORDIS Services | EPSS FAQ | EPSS Help Desk

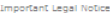
Publications Office

If the proposal is ready you should click on “**Submit NOW**” in order to submit it. If not, then click on “**Submit LATER**” or any other of the Tabs in order to continue with its preparation.

It is your responsibility to ensure that the submitted proposal contains the right files with the right content.

1.8. Validation

Click on this tab in order to validate the entire proposal. Possible errors are indicated and can easily be found and resolved.



CORDIS: EPSS

[Prepare Proposal](#) [Change Password](#) [Check Validation](#) [Submit Proposal](#) [Logout](#)

Validation Check

These checks are merely to ensure that all forms are complete and the basic requirements are met. It is the responsibility of the coordinator to ensure that the proposal meets all the eligibility requirements specified in the call for proposals.

Rules

1. All Part A forms for all participants exist.
2. All compulsory fields in all forms have valid values.
3. Partnership requirements, as defined for the call, are satisfied.
4. Part B file exists. If annexes are defined, annex files exist.

The validation check proceeds by checking the rules in the order specified above. If any of the rules fail, the check shall stop immediately and the system shall present an appropriate information message.

Please press **Next** to proceed with the validation check.

next

Top | CORDIS Services | EPSS FAQ | EPSS Help Desk



Publications Office

Please note that during the validation process **Errors** or **Warnings** may be reported. It is still possible to submit a proposal, which has **Warnings**; it is **NOT** possible to submit a proposal that has **Errors**.

The screenshot displays the EPSS web interface. At the top, the title "Electronic Proposal Submission Service (EPSS)" is centered. To the left is the CORDIS logo, and to the right is a banner with the text "2007 - 2013". Below the title, a navigation bar contains five buttons: "Prepare Proposal", "Change Password", "Check Validation" (highlighted in blue), "Submit Proposal", and "Logout". The main content area shows a "Validation Check" section with the message "Validation check: **SUCCESSFUL**". Below this, it states: "Preliminary automatic checking has not detected any errors. However these checks are not exhaustive and do not guarantee that your proposal is valid for this call." A bold instruction follows: "If you wish, you may submit the Proposal now. If you make further modifications you may submit again before the call deadline." Two buttons, "Submit NOW" and "Submit LATER", are provided. A disclaimer at the bottom of the main area reads: "This check is merely to ensure that all forms are complete and the basic requirements are met. It is the responsibility of the co-ordinator to ensure that the proposal meets all the eligibility requirements specified in the call for proposals." The footer includes "Top | CORDIS Services | EPSS FAQ | EPSS Help Desk" and the "Publications Office" logo.

If you cannot locate validation errors please contact the EPSS help desk immediately on +32 2 23 33 760 or support@epss-fp7.org.

1.9. **Submit Proposal**

In order to complete the proposal submission the proposer **must** select the “**Submit Proposal**” section (in fact it is to this section that a user is also directed when clicking on the “**Submit NOW**” button). Without submission, all the uploaded data (Forms, Part B, and Annexes) are simply saved in the EPSS database **without** forming a proposal package **and without being recognized as a submitted proposal**.

By clicking on the “**Submit Proposal**” button the screen that follows appears:

Electronic Proposal Submission Service (EPSS)

Important Legal Notice



2007 - 2013

CORDIS: EPSS

Prepare Proposal

Change Password

Check Validation

Submit Proposal

Logout

Proposal submission

Modifications to proposals are possible at any time before the deadline, also after an initial submission. The latest version available at the deadline is considered as the one submitted. For continuously open calls, this procedure applies to the intermediate closure dates. This means that, at each intermediate closure date all proposals with the status "Submitted" will be locked and evaluated and there will be no more possibility to modify them. When resubmitting you automatically accept to withdraw the previously submitted proposal by replacing it with the new version.

By submitting this proposal the co-ordinator confirms that all necessary internal authorisations have been obtained by all participants in order to permit your organisation to submit it and that the submission complies with any internal requirements of the participants' organisations relating to the submission of such proposals. In doing so the co-ordinator accepts that the Commission takes no responsibility for the evaluation or selection of any proposal which subsequently proves not to have been authorised by the competent officials of the participants' organisation (s).

Please press the button below to have your proposal submitted.

Press this button to submit the proposal

Top | CORDIS Services | EPSS FAQ | EPSS Help Desk



Publications Office

Press on “**Press this button to submit the proposal**”.

An automatic validation check will verify the proposal. If there are no validation errors, the following will appear:






Important Legal Notice

2007 - 2013

CORDIS: EPSS

Prepare Proposal

Change Password

Check Validation

Submit Proposal

Logout

Validation Check

Proposal submission

The proposal with ID 000184 has been successfully submitted at 16/02/2007 18:51:37 CET

Call ID: FP7-TEST-MULT-PART

Instrument: CP-IP

Title: Test title

Part A forms:

A1 AlbEin

A2 Coordinator

A2 PartA

A3_1 AlbEin

A3_1 PartA

Part B file:

1. daskal4.pdf

Checksum: accb53a7b7b8a655400f2ed3a6dd4932

Part B Annexes:

Comments: No comments provided

return

Top | CORDIS Services | EPSS FAQ | EPSS Help Desk



Publications Office

If you receive this screen, the proposal is successfully submitted. The proposal can be modified and submitted up until the closure of the call. Each subsequent submission overwrites the previously submitted version (earlier versions are not archived).

If there are blocking validation errors you'll not be able to submit the proposal and get a screen like the following:

Electronic Proposal Submission Service (EPSS)

Important Legal Notice



2007 - 2013

CORDIS: EPSS

Prepare Proposal

Change Password

Check Validation

Submit Proposal

Logout

Validation Check

Validation check: **FAILED**

Failure: Forms A2 PartA, A2 PartB, A2 Part C, A3_1 PartA, A3_1 PartB, A3_1 Part C have validation errors or have not been saved. Please fix before submission.

Preliminary automatic checking has detected errors.
Your Proposal cannot be submitted

This check is merely to ensure that all forms are complete and the basic requirements are met. It is the responsibility of the co-ordinator to ensure that the proposal meets all the eligibility requirements specified in the call for proposals

return

Top | CORDIS Services | EPSS FAQ | EPSS Help Desk



Publications Office

If there are “Warning” types of validation errors, then you can see proceed with the submission by supplying some relevant comments and click on the “**Submit NOW**” button:

Electronic Proposal Submission Service (EPSS)

Important Legal Notice



2007 - 2013

CORDIS: EPSS

Prepare Proposal

Change Password

Check Validation

Submit Proposal

Logout

Validation Check

Validation check: **FAILED**

Automatic checking reveals potential errors in the following areas:

Warning: Insufficient partners from Member States or Associated States

If you wish, you may submit the Proposal now.
If you make further modifications you may submit again before the call deadline.

Submit NOW

Submit LATER

This check is merely to ensure that all forms are complete and the basic requirements are met. It is the responsibility of the co-ordinator to ensure that the proposal meets all the eligibility requirements specified in the call for proposals

Top | CORDIS Services | EPSS FAQ | EPSS Help Desk



Publications Office

Tip

Simply uploading a new Part B file or modifying the A forms is **not sufficient**; the "submit" button (as well as the buttons on the pages that follow) need to be pressed in order for the changes to be registered in the proposal package. Pressing the "submit" button is similar to putting the envelope in the mailbox. Proposals or modifications that have not been submitted before the deadline are not transferred for evaluation.

Important! Nearing the deadline

As 80% of the traffic occurs the last two days of the deadline, we strongly recommend that you anticipate your submission by two days in order to avoid any last minute problems.

TIP: Avoid the rush hour. Make sure that the proposal is submitted well in advance before the deadline. Check the history to verify that the correct proposal version is submitted. You can also make sure that your part B submitted is correct by downloading it back from your EPSS account.

TIP: whenever you upload a new proposal file, think of submitting the proposal again. This will ensure that the latest version of the proposal will be evaluated. The system only retains the last version of the files; the previous version is overwritten. Only the last submitted version will be evaluated.

Important: Once your project is submitted in its final version, please download a copy of the A forms and part B. You have a delay of 30 days after the call closure to do it. After this delay, all data will be automatically deleted of your EPSS account and you won't be able to access it anymore !

1.10. The History

By clicking on the “History” Tab, the record of all the actions performed while using the EPSS system appears. Thus it is possible for the coordinator to check when for example Partner 2 updated his A2 form.

An example of the history record before proposal submission:

Electronic Proposal Submission Service (EPSS)

Important Legal Notice

2007 - 2013

CORDIS: EPSS

Prepare Proposal

Change Password

Check Validation

Submit Proposal

Logout

General

Proposal Setup

Part A

Part B

History

Modification history

Date and time	Action / Form modified	Modified by:
21/04/2008 16:45:48 CET	Document TESTPDF.pdf created	Coordinator
21/04/2008 16:45:20 CET	Form A1 ALEIN modified	Coordinator
21/04/2008 16:23:54 CET	PIC 999687336 for participant 2 created	Coordinator
21/04/2008 16:21:23 CET	Form A3_1 Partner1 created	EPSS
21/04/2008 16:21:23 CET	Form A2 Partner1 created	EPSS
21/04/2008 16:21:23 CET	Partner Partner1 created	Coordinator
21/04/2008 16:14:51 CET	Login attempt succeed	Coordinator
21/04/2008 15:30:42 CET	Password of Partner modified	Coordinator
21/04/2008 15:30:42 CET	Password of Coordinator modified	Coordinator
21/04/2008 15:30:11 CET	Login attempt succeed	Coordinator

[View all history Events](#)

Top | CORDIS Services | EPSS FAQ | EPSS Help Desk

And after the submission:





CORDIS: EPSS

Prepare Proposal

Change Password

Check Validation

Submit Proposal

Logout

General

Proposal Setup

Part A

Part B

History

Modification history

Date and time	Action / Form modified	Modified by:
16/02/2007 18:55:32 CET	Proposal submitted	Coordinator
16/02/2007 18:55:26 CET	Form A2 AlbEin modified	Coordinator
16/02/2007 18:52:38 CET	Form A2 AlbEin modified	Coordinator
16/02/2007 18:52:19 CET	Form A2 AlbEin modified	Coordinator
16/02/2007 18:51:37 CET	Proposal submitted	Coordinator
16/02/2007 18:49:25 CET	Form A3_1 AlbEin modified	Coordinator
16/02/2007 18:49:05 CET	Form A3_1 PartA modified	Coordinator
16/02/2007 18:48:46 CET	Form A2 PartA modified	Coordinator
16/02/2007 18:48:39 CET	Form A2 PartA modified	Coordinator
16/02/2007 18:48:04 CET	Form A2 AlbEin modified	Coordinator

[View all history Events](#)

Top | CORDIS Services | EPSS FAQ | EPSS Help Desk



Publications Office

2 EPSS Checklist

- I. Choose the call and Sub-scheme for which you want to apply
(<http://cordis.europa.eu/fp7/dc/index.cfm>)
- II. Via the respective CORDIS call page, register with EPSS in order to obtain a login and password well in advance of the call
- III. Use the provided username and password to prepare and submit the proposal
(<https://www.epss-fp7.org/epss>)
- IV. Proposal Setup – Enter Participants,
- V. Fill in the Part A Forms and save the forms,
- VI. Upload the Part B file (and annexes, if required).
- VII. Validate the proposal.
- VIII. SUBMIT THE PROPOSAL!

3 Note for Macintosh users

Better results can be obtained using the Mozilla Firefox Browser (you can download it from <http://www.mozilla.org/download.html>). It handles the files without their pathname.

The Mac OS 9 is not supported.